



Professional Emergency Manager Exam Application Senior Level

For questions regarding the PEM program or exam please call 317-234-6354 or email slyon@dhs.in.gov.
Mail applications to: Scott Lyon, PEM Coordinator, Indiana Department of Homeland Security, 302 W.
Washington Street E-208, Indianapolis, IN 46204.

Complete application packets are due by **Sept. 4th, 2009**. Any packets received after the due date or any incomplete packets will be entered into the application process for the next exam offering. All packets should be presented in a profession format (binder, folder, etc). PEM participants will receive a study guide with a complete application packet.

If you have any special needs requiring consideration during the exam, please list them here:

1. Name: _____ 2. Driver's license # (mandatory) _____ - _____ - _____

3. Address: _____ 4. City/State/Zip: _____

5. County: _____ 6. Phone #: () _____

7. Email: _____ 7a. P.S.I.D. _____ - _____

8a. Agency represented _____ 8b. Position _____

9. Exam date: October 15th, 2009 (Sheraton – Keystone at the Crossing, at the Indiana Higher Ed/EMAI Conference)* 10:00am-12:00noon

***For those taking the exam at the EMAI conference, it is NOT necessary to register for or attend the conference simply to take the exam.**

Once your application packet has been approved, you will be emailed a study guide for the exam. The Senior exam consists of multiple choice, fill in the blank, and essay questions. Please note the examination questions will be taken from the most recent version of the course. If you need materials from the most recent version, email Scott Lyon at slyon@dhs.in.gov.

When you arrive at the test site you will be provided with a #2 pencil, answer sheet, test packet, and blank paper for making notes. Blackberries, cell phones, or other communication devices, as well as computers, books, or notes will not be permitted during the test.

10a. IDHS maintains transcripts of IDHS courses for each student. If the course was taken from another state-level emergency management/homeland security agency, list where the course was taken and provide a copy of your certificate. Continue with this application only if you have successfully completed ALL of the following courses from IDHS or another state-level emergency management/homeland security agency (Michigan EMA, Ohio EMA, etc.). If the course was taken from a state-level emergency management agency other than IDHS, please list where and when the course was taken. You must also include a course syllabus with your application packet.

Check box if class was taken through IDHS.

Course taken outside IDHS

- ☐ Incident Command System/
Emergency Operations Center Interface
- ☐ Emergency Operations Center
Management & Operations
- ☐ Resource Management
- ☐ Leadership & Influence
- ☐ Decision Making/ Problem Solving
- ☐ Effective Communication
- ☐ Creative Finance

10b. Part of the PEM Senior includes recent participation in an operations-based exercise (drill or functional). Have you recently been an organizer, member of the exercise design team, or exercise player for a drill or functional exercise (exercise should have been conducted within the last 3 years)? Give a 1-2 paragraph description of the exercise and your role. *You must include date (including year), location, scenario, agencies involved, and your role during the exercise.* Attach additional pages if needed.

Sample description: On February 10th, 2006 I participated in the Hoosier County Emergency Management Agency's Level 4 biological hazard functional exercise at the Oak Grove Community Center. I served as a member of the exercise planning team for the 6-hour exercise. The exercise involved the Smith County EMA, the Smith County Public Health Coordinator, Johnstown Fire Chief Kevin Eubanks, Police Chief Tom Almont, Deputy Mayor Barry Harwick, Thames County public information officer Cassidy Thomas, Johnstown School Superintendent Bud Czar, Town Marshall William Rogers, Elm Grove Fire Dept. 3 hazmat team, representatives from the Indiana State Department of Health, and Indiana Department of Homeland Security. The functional exercise ran from 9am- 4pm and was intended to test Smith County ESF responses to a radiological incident (5k nuclear bomb).

Professional Emergency Manager Senior Level Professional Contributions

Each student interested in taking the PEM Senior exam must complete a series of emergency management courses, participate in an emergency management tabletop exercise, and complete 4 of 13 professional contributions before being approved for the exam. ***Students must include proof of the professional contributions along with their exam application or the application will be denied.***

Please mark the 4 you have completed.

Professional Contributions

1. ___ Create or institute the use of audio-visual or technology-based product for use in emergency management
2. ___ Be a valid, active member of a local, state, or federal emergency management or homeland security-related committee.
3. ___ Assist in the design or development of a continuity of operations plan for an agency, department, business, or any public or private entity (hospital, school, et cetera).
4. ___ Assist in the design or development of standard operating procedures for an agency, department, business, or any public or private entity (hospital, school, disaster shelter, specialty public safety teams, et cetera).
5. ___ Study a local comprehensive emergency management plan to find weaknesses and make recommendations to the local Emergency Management Agency to address those weaknesses.
6. ___ Special assignment related to emergency services (Task Force assignment, disaster deployment, public safety educator such as a D.A.R.E. officer or Risk Watch/Learn Not to Burn program coordinator, school resource officer, etc.).
7. ___ Have a hazardous materials or weapons of mass destruction operations-level certification.

Proof of Completion

1. Provide a copy or picture of the product and a description of its use and importance in emergency management. For websites, provide the web link.
2. Provide a copy of the latest meeting minutes with your name and position listed as well as the name, position, and email/phone number of the committee chair.
3. Provide a copy of the plan. Give a brief (2 paragraph) description of your role in preparing the plan.
4. Provide a copy of the SOPs. Give a brief (2 paragraph) description of your role in preparing the procedures.
5. Write a 2-4 page overview of the local emergency management plan. What are the weaknesses? State your recommendations to improve the plan. Provide a copy of your recommendations to the local Emergency Management director.
6. Provide a copy of your travel voucher, written assignment, or program brochure with your name, title, and a description of the assignment listed.
7. Provide a copy of your current certification.

Professional Contributions

8. ___ Act as volunteer coordinator for an emergency management or homeland security-related event, operation, or program. Examples include but are not limited to conference coordinator, C.E.R.T. program coordinator, search and rescue team coordinator, shelter coordinator, and donations management coordinator.
9. ___ Be a contract instructor for IDHS in one of the following disciplines: EMS, C.E.R.T., Fire, EMA, SAR, HazMat, Radiological, WMD/Terrorism, NIMS, Fire and Building Codes.
10. ___ Be involved in creating or revising a local ordinance or state statute, resolution, proclamation, or executive order related to emergency management, homeland security, public health, or public safety. Examples include NIMS resolution, No Burn ordinances, Debris Management ordinance, and Emergency Management ordinance.
11. ___ Serve in a leadership role for a local, district, or state-level committee, task force, organization, or advisory board. Examples include Chairperson, Secretary, Treasurer, Vice Chair, Task Force Commander or Training Officer.
12. ___ Participate in a search and rescue exercise. Be an organizer, member of the exercise design team, or exercise participant (Evaluator, Controller, Simulator, Facilitator, or Player) in a search and rescue exercise or actual event.
13. ___ Instruct or lecture as a guest subject-matter expert for an emergency management course at a higher education (post-high school) institution.

Proof of Completion

8. Provide a letter from the event or program organizer or your supervisor (with contact information) stating your role.
9. Provide a short description of what classes you teach for IDHS and how long you've been teaching.
10. Provide a copy of the ordinance / statute, resolution, proclamation, or executive order along with a letter stating your role in the creation or revision.
11. Provide a short letter documenting your role. List the roles of other leadership members (Board Chairperson, task force team leader, etc) and their contact information. Describe the purpose of the group and why it is valuable to emergency management.
12. Provide a letter from the search leader or exercise coordinator stating your role.
13. Provide a letter of invitation from the institution or course manager. Letter should include name and date of the course/ lecture, a short description of the course/ lecture, and a brief description of your background as the subject-matter expert.

Professional Emergency Manager Senior Level Professional Contributions

Each student interested in taking the PEM Senior exam must complete a series of emergency management courses, participate in an emergency management discussion-based exercise, and complete 4 of 13 professional contributions before being approved for the exam. ***You must include proof of the professional contributions as part of the application packet or the application will be denied.***

The following cover sheets are to be attached to each professional contribution.

PEM Senior Professional Contribution Cover Sheet

Contribution #1

Attach this sheet to the front of each professional contribution proof of completion. If applicable, you may use this sheet to provide a written description of your professional contribution.

Create or institute the use of audio-visual or technology-based product for use in emergency management.

Proof: Provide a copy or picture of the product and a description of its use and importance in emergency management. For websites, provide the web link.

PEM Senior Professional Contribution Cover Sheet

Contribution #2

Attach this sheet to the front of each professional contribution proof of completion. If applicable, you may use this sheet to provide a written description of your professional contribution.

Be a valid, active member of a local, state, or federal emergency management or homeland security-related committee.

Proof: Provide a copy of the latest meeting minutes with your name and position listed as well as the name, position, and email/phone number of the committee chair.

PEM Senior Professional Contribution Cover Sheet

Contribution #3

Attach this sheet to the front of each professional contribution proof of completion. If applicable, you may use this sheet to provide a written description of your professional contribution.

Assist in the design or development of a continuity of operations plan for an agency, department, business, or any public or private entity (hospital, school, et cetera).

Proof: Provide a copy of the plan. Give a brief (2 paragraph) description of your role in preparing the plan.

PEM Senior Professional Contribution Cover Sheet

Contribution #4

Attach this sheet to the front of each professional contribution proof of completion. If applicable, you may use this sheet to provide a written description of your professional contribution.

Assist in the design or development of standard operating procedures for an agency, department, business, or any public or private entity (hospital, school, disaster shelter, specialty public safety teams, et cetera).

Proof: Provide a copy of the SOPs. Give a brief (2 paragraph) description of your role in preparing the procedures.

PEM Senior Professional Contribution Cover Sheet

Contribution #5

Attach this sheet to the front of each professional contribution proof of completion. If applicable, you may use this sheet to provide a written description of your professional contribution.

Study a local comprehensive emergency management plan to find weaknesses and make recommendations to the local Emergency Management Agency to address those weaknesses.

Proof: Write a 2-4 page overview of the local emergency management plan. What are the weaknesses? State your recommendations to improve the plan. Provide a copy of your recommendations to the local Emergency Management Director. Provide a copy of the paper, signed by the local EMA Director, as proof of contribution.

PEM Senior Professional Contribution Cover Sheet

Contribution #6

Attach this sheet to the front of each professional contribution proof of completion. If applicable, you may use this sheet to provide a written description of your professional contribution.

Special assignment related to emergency services (Task Force assignment, disaster deployment, public safety educator such as a D.A.R.E. officer or Risk Watch/Learn Not to Burn program coordinator, school resource officer, etc.).

Proof: Provide a copy of your travel voucher, written assignment, or program brochure with your name, title, and a description of the assignment listed.

PEM Senior Professional Contribution Cover Sheet

Contribution #7

Attach this sheet to the front of each professional contribution proof of completion. If applicable, you may use this sheet to provide a written description of your professional contribution.

Have a hazardous materials or weapons of mass destruction operations-level certification.

Proof: Provide a copy of your current certification.

PEM Senior Professional Contribution Cover Sheet

Contribution #8

Attach this sheet to the front of each professional contribution proof of completion. If applicable, you may use this sheet to provide a written description of your professional contribution.

Act as volunteer coordinator for an emergency management or homeland security-related event, operation, or program. Examples include but are not limited to conference coordinator, C.E.R.T. program coordinator, search and rescue team coordinator, shelter coordinator, and donations management coordinator.

Proof: Provide a letter from the event or program organizer or your supervisor (with contact information) stating your role.

PEM Senior Professional Contribution Cover Sheet

Contribution #9

Attach this sheet to the front of each professional contribution proof of completion. If applicable, you may use this sheet to provide a written description of your professional contribution.

Be a contract instructor for IDHS in one of the following disciplines: EMS, C.E.R.T., Fire, EMA, SAR, HazMat, Radiological, WMD/Terrorism, NIMS, Fire and Building Codes.

Proof:

PEM Senior Professional Contribution Cover Sheet

Contribution #10

Attach this sheet to the front of each professional contribution proof of completion. If applicable, you may use this sheet to provide a written description of your professional contribution.

Be involved in creating or revising a local ordinance or state statute, resolution, proclamation, or executive order related to emergency management, homeland security, public health, or public safety. Examples include NIMS resolution, No Burn ordinances, Debris Management ordinance, and Emergency Management ordinance.

Proof: Provide a copy of the ordinance / statute, resolution, proclamation, or executive order along with a letter stating your role in the creation or revision.

PEM Senior Professional Contribution Cover Sheet

Contribution #11

Attach this sheet to the front of each professional contribution proof of completion. If applicable, you may use this sheet to provide a written description of your professional contribution.

Serve in a leadership role for a local, district, or state-level committee, task force, organization, or advisory board. Examples include Chairperson, Secretary, Treasurer, Vice Chair, Task Force Commander or Training Officer.

Proof: Provide a short letter documenting your role. List the roles of other leadership members (Board Chairperson, task force team leader, etc) and their contact information. Describe the purpose of the group and why it is valuable to emergency management.

PEM Senior Professional Contribution Cover Sheet

Contribution #12

Attach this sheet to the front of each professional contribution proof of completion. If applicable, you may use this sheet to provide a written description of your professional contribution.

Participate in a search and rescue exercise. Be an organizer, member of the exercise design team, or exercise participant (Evaluator, Controller, Simulator, Facilitator, or Player) in a search and rescue exercise or actual event.

Proof: Provide a letter from the search leader or exercise coordinator stating your role.

PEM Senior Professional Contribution Cover Sheet

Contribution #13

Attach this sheet to the front of each professional contribution proof of completion. If applicable, you may use this sheet to provide a written description of your professional contribution.

Instruct or lecture as a guest subject-matter expert for an emergency management course at a higher education (post-high school) institution.

Proof: Provide a letter of invitation from the institution or course manager. Letter should include name and date of the course/ lecture, a short description of the course/ lecture, and a brief description of your background as the subject-matter expert.